



HRO-12-03  
15 March 2012

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## Technician Personnel

### **Technician Branch Staff:**

<b>Technician Branch Manager</b>	MAJ Paul Borzekofski	x7116
<b>Classification/Manpower</b>	SMSgt Deb Burling	x7125
<b>Recruitment, Staffing &amp; Pay</b>	Ms. Denise Anderson	x7109
<b>Benefits &amp; Services</b>	Ms. Deb Tankesley	x7118
	MSgt Jody Schmidt	x7127
	SSG Christine Braun	x7110
<b>Training / Career Development</b>	Ms. Diane Voichoski	x7126
	SSG Tonya Wagner	x7129

**Information Site (NEGUARD HRO website):** [www.neguard.com/HRO/index.html](http://www.neguard.com/HRO/index.html)

### **Federal Length of Service Awards (Mar):**

Technicians become eligible for recognition when they complete ten (10) years of creditable Federal service. Creditable service includes all service used in establishing the technician's leave service computation date which includes active duty military and temporary federal employment. This award is presented in five (5) year increments.

10 Years:	Michael Barbur	Wesley Boggs
	KC Sohl	
15 Years:	Kenneth Husted	
20 Years:	Todd Wagner	
30 Years:	Rocky Heberlee	Cole Foster
35 Years:	Eric Clyne	Linda Hames

**Federal Employee Retirements:** None

### **MyBiz/MyWorkplace:**

All employees need to be logged in and have an e-mail in the system. Please check that your work e-mail is entered under "Update my Information" section.

**PAA:** Everyone should have a 2012 plan entered. The appraisal period would be 1 Oct 2011 to 30 Sep 2012 except for new hires on their trial period for one year. The HRO does not need copies of the plans but, does need copies of final appraisals.

### **SF182: Authorization, Agreement & Certification of Training:**

Here's the link to the form:

<http://www.neguard.com/HRO/Technician%20Branch/documents/SF182.pdf>

This is required for TRAINING that is 8 hrs (or the majority of the day) or longer in Technician Status. It is normally NOT required for annual conferences unless there is a tuition/registration fee that needs to be charged to one of our Government Purchase Cards (GPC).

We only need the first 2 pages of the form and only ONE supervisor signature on Page #2 but please use the form at the link since it has the HRO signature blocks preprinted.

HR-Training needs the SF182 signed by the supervisor BEFORE the travel can be approved. It should be sent to [diane.voichoski@us.army.mil](mailto:diane.voichoski@us.army.mil) or [tonya.wagner@us.army.mil](mailto:tonya.wagner@us.army.mil) ahead of the DTS authorization when possible.

**Technician DTS Authorizations:** Are you requesting attendance at a conference or training event? If so, please include supporting documentation as substantiating records attached to the DTS authorization.

Examples of supporting documentation include but are not limited to: a memorandum, an email announcing the event, a flyer, or a website.

**DTS Authorization Necessity Statement:** The following statement or something similar needs to be included on all DTS authorizations as an Other Authorization: *Objective cannot be satisfactorily accomplished less expensively by correspondence, teleconferencing, web-based communications, or other appropriate means.* If this statement cannot be added honestly then the traveler should not submit the DTS authorization and instead pursue the less expensive method

## **Human Resources Information Systems (HRSIS)**

### **HRSIS Staff**

SMSgt Mike Courtney – HRSIS Manager - x7122

### **Current Self Service log in statistics:**

As of 15 March 2012 – a total of 84% of all Technicians have logged into either/both My Biz/My Workplace. This percentage needs to be at 100% so the Performance Appraisal Application will function properly.

If you have not logged in, do so today @ <https://compo.dcpds.cpms.osd.mil/>

### **Performance Appraisal Application (PAA)**

Many of you have now logged into either My Biz or My Workplace, and are working in the PAA part. One reminder to all of us, in order for PAA to work properly, every Technician **must have their work email address entered in their account so the notification process will work as designed.** If you are not receiving an email informing you that an action requires your attention or something is being completed with your PAA Plan or Appraisal, then you need to verify that your email address is entered into your account.

In order to do that, log into the DCPDS Portal @ <https://compo.dcpds.cpms.osd.mil/>

Open the My Biz or My Workplace application and look for “Update my Information” link. The block to enter your work email address is right on that screen. Be sure to save your update. I would then go back in and ensure the update was applied to your account by navigating back to that update screen and verifying your email address is there.

As you complete your appraisals, be sure to print a copy and send it to HRO/Benefits and Services section for filing. Whether you are a Technician supervisor or Technician employee, you can view/print any completed Performance plan or Appraisal within PAA at the bottom of the main PAA screen.

Information regarding the PAA in DCPDS along with instructions on how to navigate this new Appraisal application is located at this URL under the Performance Management Section.

<http://www.neguard.com/HRO/Technician%20Branch/index.html>

Please be sure to check with HRO if you have any questions regarding PAA.

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## **State Personnel**

### **HRO-SP Staff**

<b>HR Manager</b>	Ms. Kari Foote	x7130
<b>HR Assistant/Benefits</b>	Mr. Tim Diedrichsen	x7131
<b>HR Assistant/Payroll</b>	Ms. Jessie Bockelman	x7132

## BIOMETRIC SCREENING

Health Fitness will be providing a biometric screening event for employees enrolled in ANY of the State of Nebraska medical plans. This event will be required for covered employees AND their spouses *currently* in the Wellness plan and other medical plans that wish to continue in or qualify for the Wellness Plan in the 2012/2013 plan year. Covered employees and spouses will also need to complete the Health Assessment – starting April 2, 2012.

At this time the screening event will be held on the morning of **April 2, 2012** (7:00 a.m. to 11:00 a.m.). Components of the screening event include taking the participant's blood pressure and getting height and weight (Body Mass Index (BMI) calculation) measurements. There will also be a finger-stick blood screening that will measure levels of total cholesterol, LDL, HDL, TC:HDL Ratio, triglycerides and glucose.

New employees with a hire date of November 2, 2011 through May 1, 2012 will not be required to participate in a biometric screening this period, but can participate if they want to, as long as they are currently enrolled in one of the State's four medical plans. Covered spouses can also participate. Covered employees and spouses will need to complete the Health Assessment – starting April 2, 2012.

Participants will need to **schedule a biometric screening appointment** by visiting the Health Fitness website, [www.wellnessoptions.nebraska.gov](http://www.wellnessoptions.nebraska.gov), and selecting the 'Health Scheduler' icon. Please contact Tim Diedrichsen if you are unable to get to the site or have trouble registering for a time once on the site.

### Biometric Screening Options:

#### Option 1: Onsite Screenings

Participants will soon be able to view the list of screening locations and schedule their onsite screening appointment by going to the wellnessoptions website - [www.wellnessoptions.nebraska.gov](http://www.wellnessoptions.nebraska.gov)

#### Option 2: Home Kit

Starting on or shortly after April 2<sup>nd</sup>, participants can request to obtain a finger stick kit mailed to their home address.

#### Option 3: Alternative Means Screening Form

Starting on or shortly after April 2<sup>nd</sup>, the Alternative Means Screening Form will be available on the wellnessoptions website to submit recent doctor results from appointments scheduled after Jan 1, 2012. Submit the form no later than April 30, 2012.

## HEALTH ASSESSMENT

Beginning on or shortly after April 2<sup>nd</sup>, participants (employee and covered spouses enrolled in any of the State's medical plans) can begin to complete their Health Assessment. This is the third step to qualify or continue participation in the Wellness medical plan.

Employees and spouses not currently enrolled in any State of Nebraska medical plan, that want to qualify for enrollment in the Wellness Plan for the coming plan year (2012-13), will need to complete the Health Assessment (questionnaire) during a period AFTER Open Enrollment. Watch your mail for instructions and reminders on required actions for you and spouse, if applicable.

To get to the Health Assessment and for further information visit [www.wellnessoptions.nebraska.gov](http://www.wellnessoptions.nebraska.gov) within the wellnessoptions/ Health Assessment section (left toolbar – usually about the 5<sup>th</sup> item in the list, under wellnessoptions heading).

The following items are allowed for participation on company time: Open Enrollment, Health Assessment, onsite biometric screenings, sending and receiving e-mails to/from Health Fitness to/from your work e-mail. Submitting activities are allowed on a State computer, but is to be done on personal time (lunch time or break). Participation is in no way to be considered part of or arising out of employment for the purposes of workers compensation or for any other purpose.

## STATE EMPLOYEES - EXPIRING CAC'S

**State employees** who have a **CAC** that is about to expire will need to contact State Human Resource personnel in the TAG building. We will need to update an information database that feeds into DEERS. Please **contact** the HR office about two (2) to three (3) weeks **in advance** as the update is not instantaneous. Jessie Bockelman is the main contact for updating information at this time.

## FAMILY MEDICAL LEAVE ACT (FMLA)

FMLA is implemented in the Nebraska Classified System Personnel Rules and in the NAPE labor contract. Provisions to implement this Federal law are not the same for people covered by the Rules as for people covered by the Contract. However, the federal law establishes some specifics:

a. Family leave is granted for any of the following reasons:

- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son or daughter or parent, who has a serious health condition;
- or for a serious health condition that makes the employee unable to perform the employee's job.

b. The employee may be required to provide advance leave notice (when the leave is foreseeable) and medical certification.

c. Benefits are protected: The employer must maintain the employee's health coverage under the group health plan. Use of Family Leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave

d. Upon return from Family Leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

FMLA requires that the State provide up to 12 weeks of Family Leave. Check the Classified System Personnel Rules or the NAPE Labor Contract, whichever applies to you, for the specific provisions which apply to you. You can also look at the other types of leave, along with corresponding rules, that are available to State employees. The NAPE/AFSCME Labor Contract and Classified System Personnel Rules & Regulations (Oct., 2006) are available at: <http://www.das.state.ne.us/emprel/publications.htm>

## NON-PAY STATUS -- WORKER'S COMPENSATION & FAMILY MEDICAL LEAVE

Employees, who are continuing their insurance benefits while on approved family medical leave or worker's compensation and in an unpaid status, are required to remit the employee contribution, by personal check, to their Agency HR office for processing. Premiums are due by the **first of the month** for the month of coverage. If premiums are not remitted by the first calendar day of the month, all coverage will be suspended until payment is received.

Payment must be received by the last calendar day of the month or, coverage will be terminated **permanently** until the employee returns to work. At that time, employees have 30 days to show their intent to reenroll; coverage becomes effective the first of the month following their return to work; this aligns with the policy that is in place regarding payments from those individuals who are enrolled in the COBRA or Retiree plans.

## FAMILY MILITARY LEAVE ACT

LB 497 was passed by the Legislature and went into effect on April 5, 2007. Family Military leave is requested by an employee who is the spouse or parent of a person called to military service lasting 179 days or longer.

To be eligible an employee must have been employed by the same employer for at least 12 months and have been employed for at least 1250 hours during that 12 month period immediately preceding the commencement of leave. The employee should give at least 14 calendar days of notice.

The employee may continue benefits, during leave, at the employee's expense and there are employee rights when the leave ends.

Please notify the Human Resources office – State Personnel, in the TAG building as soon as you become aware that you may need to take Family Military Leave.

You can review information on the Family Military Leave act at:

<http://www.das.state.ne.us/emprel/FamilyMilitaryLeave.htm>

Contact Kari Foote (402) 309-7130 or Tim Diedrichsen 309-7131 if you have questions.

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## **AGR Personnel**

### **Army and Air:**

The AGR Office Staff:

**LTC Shelly Herrod, AGR Manager (402)309-7117**

**SFC Daniel Mitchell, Human Resources Assistant, (402)309-7115**

- Army Staffing- vacancy announcements, SF 52
- Army Travel- AGR travel, DTS
- Mob Aug/FTE Orders and Tracking
- Initial Tour Continuation Boards
- Good Conduct Medals
- Air Vacancy Announcements, SF 52
- Air staffing and AROWS Orders

**SFC Roger Ramos, Personnel Sergeant, (402)309-7073**

- Army Appointments, Separations and Retirements
- AGR Pay and Entitlement Issues
- Reassignments
- ADOS In-Processing
- Air AGR Appointments and Reassignments

### **Army:**

**Leave Tracking System** – *When you move duty positions to another organization, please log into the leave tracking system and go to my account. Once there, scroll down and select the drop down next to change user group to update your organization. This will change your approving officials for your leave requests.*

**Reassignments:** - AGR's need to complete DA5960's when reassigned to a new duty location. This will and does affect BAH Rates and Soldiers will incur debts from BAH changes.

**DTS** – All Soldiers need to upload the MOI/LOI into their DTS Authorization request. This includes in-state conferences and training events. Also AGR's need to submit travel requests in a timely manner. Do not wait until the last minute to submit when there are multiple levels of review/approval to include CTO. It is the Soldiers responsibility to make contact with Carlson Travel and ensure their flights/entitlements are reserved and contracted. Battalions and MSC's need to ensure GSA/NTV's are utilized.

**TRICARE Dental Program** – Changes are coming to the TRICARE Dental Program. MetLife will begin administering the TRICARE Dental Program effective 1 May 2012. Claims should still be processed through United Concordia. Service Members and family members should begin to receive information from MetLife in the near future. The transition to MetLife will only affect traditional Service Members and their family members and the AGR family members enrolled in the TRICARE Dental Program. AGRs enrolled in the Active Duty Dental Program (ADDP) will not be affected, United Concordia will continue to administer the ADDP.

**Pay and Entitlement Documents** – The following documents are required to be sent thru HRO for processing on all AGRs: Promotion orders, special pay orders, allotments, TSP forms, CSB Redux, DA Form 5960 (BAH), SF 1199, W4, DA 4187 (Selling leave, meal collection and confinement and sick-in-hospital for more than one day, DA Form 4836 Extensions,

**Mob Augmentee** – Mob Augmentees who are continuing on orders in FY 12 need to submit the following documents to the AGR Branch: 350-11, MEDPROS printout, completed DA Form 1058-R, APFT and Height/Weight within 6 months, updated DA Form 5960. Females must have a pregnancy test within 15 days of the start of a tour renewal. Mob Augmentees can register themselves in the AGR leave tracking system. This is the preferred method for the AGR Branch to track leave. The DA Form 31 is still required to be printed and forwarded to Mil Pay.

**Meal collection via 4187** – If you are attending a School or Annual Training where meals are available, you need to complete a 4187 collecting your BAS for the period that meals were available. This 4187 needs to be sent to HRO and we will send to pay for processing.

**OCONUS** – If you are going OCONUS, please let HRO know ASAP so we complete the OCONUS orders process. We need to know about your travel OCONUS NLT two weeks before traveling.

**PCS** – If you are completing a PCS move, you will need to coordinate with HRO and the Offutt TMO to complete this process.

**DD 214** – These need to be electronically signed. You must coordinate with HRO to complete this with SFC Ramos.

#### **Air:**

**TRIWEST Online Referral / Authorization Submission:** All registered providers on the secure provider portal at [www.triwest.com](http://www.triwest.com) now have the ability to submit referrals / authorizations online. In most cases, the online requests, complete with a status available to the referring provider, the servicing provider, and the TRICARE beneficiary occur immediately. To take advantage of this and other benefits, you must become a registered user of the secure provider portal. Just go to the "Register Now" section on the [www.triwest.com/provider](http://www.triwest.com/provider) to sign up to enjoy the following benefits. **Temporary AGR** employees must keep their CAC and all dependents ID cards current. Maintaining current CAC keeps DEERS enrollment and ensures medical / dental benefits are not interrupted. POC is SFC Effle, (402) 309-1572.

**Active Duty Dental Program:** Effective 1 August 2009, the Active Duty Dental Program insurance is United Concordia. United Concordia was awarded the contract to oversee ALL Active Duty Dental Services. Your care no longer goes through MMSO, but rather, DIRECTLY through UCCI Dental. The website: [www.addp-ucci.com](http://www.addp-ucci.com) further explains how to utilize the program. POC is SFC Effle, (402) 309-1572.

**TriCare Dental Program:** MetLife's contract to administer the TDP begins 01May2012. Until that time claims should be processed through United Concordia as they have in the past. Providers should be sent information, by MetLife, as to what will they will need to do to file claims during the



transition. As with United Concordia, the filing of claims is the network provider's responsibility, not the SMs.

SMs and family members should begin to receive information from MetLife in the near future, but I can't give you more because I don't even have a contact with MetLife at this time.

The transition to MetLife will only affect Traditional SMs, family members and AGR family members enrolled in the TRICARE Dental Program. SMs (AGRs) in the Active Duty Dental Program (ADDP) will not be affected as United Concordia will continue to administer the ADDP.

The State Medical Benefits Officer is 2LT Nicholas Curto and can be reached at 402-309-1738 or [Nicholas.curto@us.army.mil](mailto:Nicholas.curto@us.army.mil) for further questions and information.

**AGR Dental Updates in DDS Web:** Message from Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager, NGB/SGPR Office of the Air Surgeon. POC is LtCol Mary Mild, (402) 309-1496.

I have been getting several phone calls and e-mails in regards to the AGR's civilian exams being updated into DDS Web. The AGR's at remote bases (ANG members living outside of the 50 mile catchment area of an AD MTF/DTF) should be bringing in an SF 603 from their civilian dentist (AFI 47-101, 5.4.1.2) and this is considered a military exam through their ADDP (Active Duty Dental Plan) provider. So, even though they are seeing a civilian dentist, it is considered their Military Dental Exam.

AGR's are entitled to benefits that include care and treatment that we should be monitoring and have a complete medical and dental chart on all AGR members ensuring that they are deployable. Also, I know the AFI states to give a member the SF 603 prior to them going to see their civilian dentist, but we know that our members go directly to see their providers and let us know once they return. Please have your members get a copy of the dental treatment for each visit from their providers and either fax, e-mail, or hand walk into your clinics. This way, your dental clinic will have a complete dental record on all of your AGR members.

Cynthia M. Anderson Adams, MSgt, USAF, Individual Medical Readiness Program Manager  
NGB/SGPR Office of the Air Surgeon  
3500 Fetchet Ave Andrews AFB, MD. 20762  
DSN: 278-8567, COMM: 301 836-8567, [cynthia.adams@ang.af.mil](mailto:cynthia.adams@ang.af.mil)

**Transition Assistance Advisor:** If you are planning to retire or resign from the AGR program, contact Bonnie Bessler at (402) 309-1543, [bonnie.bessler@us.army.mil](mailto:bonnie.bessler@us.army.mil). Bonnie serves as our Transition Assistance Advisor and provides vital assistance and guidance on future VA benefits, programs and medical claims you may qualify for. This service is open to ALL military personnel regardless of branch of service, active or reserve.

**Leave Carryover:** The 75 Day Leave Carryover is extended to 30 September 2013. Visit the following web site for more information: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/75%20day%20Leave%20Accrual%20Carryover%20extended%20to%20September%2030,%202013.pdf>

**Paternity Leave:** The policy concerning Paternity Permissive is: <http://ngne-j6noc-nma7/Directorates/J1/AGR%20Branch/Leave/Paternity%20Leave%20Policy.pdf>

**Child Care Fee Assistance:** The Childcare Subsidy Benefit Program: Used to assist any active duty personnel with childcare costs by providing payments directly to federal childcare centers located throughout the United States. Direct questions on eligibility and application for the subsidy should be addressed to the GSA Heartland Finance Center at (816) 823-4578 or via email: [army.childcare@gsa.gov](mailto:army.childcare@gsa.gov). Childcare providers should contact GSA's External Services Division for a complete application package and information regarding participation in The Air Childcare Subsidy Benefit Program.

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## **Equal Employment Office/Diversity/Organizational Development**

*(Point of contact for the following information is LaVonne Rosenthal, 309-7108.)*

### **Five Tips to Boost Your Workplace Communication Skills**

Strong interpersonal communication skills are essential for success in the working world.

Like any workplace skill, however, we can often use some help to learn how to better communicate. The following six tips will sharpen your communication skills with your boss, coworkers, and clients. Before you know it, you'll be making a lasting impression as a great communicator.

#### **Be clear and concise.**

Try to convey your message without ambiguity. Doing this is easier said than done, however, especially at work, where concepts being discussed may be complex or difficult. Nevertheless, resist the temptation to overload listeners with information through overly complex or lengthy sentences. Keeping your messages concise makes them more likely to be retained. Even if the concept under discussion is complex, listeners retain more of a message that is delivered via direct sentences, rather than via rambling ones.

#### **Be aware of unspoken cues.**

A lot can be communicated through subtle clues in the speaker's tone of voice and body language. Therefore, when communicating at work, try to meet in person whenever possible to better understand a colleague's tone and body language. In addition, all the rules for projecting a confident image apply: stand up straight, make eye contact when speaking, have a firm handshake, and smile whenever acceptable.

#### **Be courteous and positive.**

A kind word or simple act can make all the difference in making a good impression on your coworkers. Hold the door for a colleague, put in a good word to your boss about a coworker, or just smile and say "please" and "thank you" every now and then. Others will reciprocate these good deeds. Also, stay optimistic by framing potentially critical issues as opportunities for improvement. Whereas negativity can destroy one's desire to achieve, pointing out one or two positives to balance every negative can encourage others to reach their full potential.

#### **Never let disagreements turn into arguments.**

While it's possible to feel frustrated if you disagree with a coworker, make sure to offer only constructive criticism, rather than attacking the value of the other person's opinion. The real enemy to be wary of is not your coworker, but rather the development of a combative or argumentative discussion. Avoid conflict by ensuring that no matter how much you may disagree with a colleague, you express your opposition while still remaining respectful and even collegial. After all, ultimately you are both playing on the same team.

#### **Listen.**

Communication is never a one-way street. The ability to understand what our colleagues are trying to communicate is just as important as being able to make ourselves understood to our colleagues. Make sure others have the opportunity to voice their opinion or respond to what you have said. Check to see if you have been understood by asking, "Did I explain this clearly?" Or, if you are not getting any feedback, ask for it by simply asking, "What do you think?"

(Reprinted from Federal Occupational Health website:  
[http://www.foh.hhs.gov/eapnews/consortium/fall\\_2011/](http://www.foh.hhs.gov/eapnews/consortium/fall_2011/))

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